

Fall 1998

Doctoral Programs Schedule of Classes Registration Policies and Procedures for Fall Term 1998

Nova Southeastern University

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Schedule of Classes

Registration Policies
and Procedures

Doctoral Programs
Fall Term 1998
Sept. 1, 1998 thru Dec. 31, 1998



School of Business and Entrepreneurship

Nova Southeastern University - East Campus
Doctoral Programs
School of Business and Entrepreneurship
3100 SW 9th Avenue
Fort Lauderdale, FL 33315

CLASS SCHEDULE FOR
FALL TERM 1998

AND PROJECTED SCHEDULES FOR
WINTER TERM 1999 AND SUMMER TERM 1999

Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone number: 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

PROGRAM NEWS

1. **ALL REGISTRATIONS FOR THE FALL TERM ARE DUE NO LATER THAN JULY 15, 1998 (This includes week-long courses). WE WILL ONLY ACCEPT REGISTRATIONS ON OFFICIAL SBE STUDENT TRANSACTION FORMS. FORMS FROM OTHER DEPARTMENTS WILL NOT BE ACCEPTED. PLEASE DO NOT DETACH ANY PART OF THE FORM. NO TELEPHONE REQUESTS OR FAX COPIES WILL BE ACCEPTED.**
2. Please note that the booklist is no longer contained in the Schedule of Classes. Consult course syllabi for information on course materials.
3. **Class Size:** CSA 6081, 6082, and 6083 are limited to 25 students. (Only the first 25 registrations are accepted.) CSA 6060 is limited to 28 students. NSU will make every effort to split classes that exceed the limit by a significant number. If additional qualified professors are not available, late registrations cannot be guaranteed a seat.
4. **Class Hours:** All doctoral courses are scheduled from 8:00 a.m. to 5:00 p.m., unless otherwise modified by instructor. CSA 6060 begins on a Saturday at 2:30 p.m.
5. **Internet Access:** In order to reduce the likelihood of unauthorized access we discontinue accounts if they are not used at least once over a 90 day period. Accounts that are discontinued can be reactivated by contacting Melissa Reyes at 800-672-7223, Ext. 5059.
6. **Schedule Format Change:** Please note the new format to the schedule. Students can find required prerequisites for their courses in the School of Business and Entrepreneurship catalog. Instructor phone numbers and e-mail addresses can be found on pages 7, 8, and 9.
7. **Clarification on Financial Aid Policies:** Students on Financial Aid should review the Financial Aid information section on page 12-13. Dissertation stage students are especially cautioned that CSA 6097, Dissertation Continuation, does not carry academic credit and, therefore, cannot be used to support Financial Aid awards.

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POLICIES AND PROCEDURES

BOOK ORDER FORM

(Textbook Order Form included but consult syllabi for course materials.)

STAFF DIRECTORY

SCHOOL OF BUSINESS TOLL FREE NUMBER	800-672-7223
NSU TOLL FREE NUMBER IN US	800-541-6682
NSU TOLL FREE NUMBER IN CANADA	800-554-6682

SCHOOL OF BUSINESS FAX #'s - Program Office & Registration	(954)262-3849
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(The last 4 digits of the phone number indicate extension number)

HOTLINE - Last minute class changes	(800)672-7223, Ext. 5170
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Director of Doctoral Programs Dr. Richard L. Kelsey	(954)262-5136	<i>kelsey@sbe.nova.edu</i>
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Director Of Research - Dr. Ronald Needleman	(954)262-5142	<i>drron@sbe.nova.edu</i>
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Program Manager - Diana Kowalchick Grades	(954)262-5137	<i>diana@sbe.nova.edu</i>
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Administrative Assistant - Maria Menendez Comprehensive Exams, Dissertation, Status Publication Requirements	(954)262-5141	<i>menendez@sbe.nova.edu</i>
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Registration/Advisement Academic Advisor - Melisa Perez	(954)262-5143	<i>perez@sbe.nova.edu</i>
Assistant Academic Advisor - Alice Nicholson	(954)262-5138	<i>alicen@sbe.nova.edu</i>

Course Materials - Jennifer Blumberg	(954)262-5140	<i>blumberg@sbe.nova.edu</i>
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Admissions Status - Trudy Stone	(954)262-5139	<i>trudy@sbe.nova.edu</i>
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CSA 6072 - Online/Internet - Melissa Reyes	(954)262-5059	<i>melissam@sbe.nova.edu</i>
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Books - Fax (954)262-4759	(800)509-2665	<i>novabook@nsu.nova.edu</i>
Accounts Receivable - Betty Bredenberg	(954)262-5213	<i>bettybe@nsu.nova.edu</i>
Financial Aid - Craig Elias	(800)522-3243, Ext. 3380	

Loan Disbursement - Jonathan Close	(954)262-5284
Loan Deferment - Barbara Hicks	(954)262-7250
International Students - Debbie Puzzo	(954)262-7240
Veterans Affair - Julie Donato	(954)262-7241
Transcripts - Registrars Office	(954)262-7225
Distance Library Services	(800)541-6682,
For information regarding computer library searches	Ext. 4602
Ms. Yvette Gilkes	(954)262-4624

CLUSTER LOCATION AND REGIONAL PROGRAM MANAGERS DIRECTORY

CLUSTER	CLASS LOCATION	REGIONAL MGRS.
ARKANSAS	Webster University Little Rock Metropolitan Campus Concourse One First Commercial Building Little Rock, AR 72201	Dr. Rick Casey H : (501)885-3432 W: (501)979-1232 <i>rjcasey@dobson.ozarks.edu</i>
ATLANTA, GA	Georgia International Convention 1902 Sullivan Road College Park, GA 30337-0508 (770)997-3566	Mr. John Yelvington H: (770)642-5400 W: (404)297-8514 <i>jyelv@aol.com</i>
AUSTIN, TX	St. Edward's University 3001 South Congress Ave. Austin, TX 78704 (512) 448-8400	Dr. Jack Fuller W: (512)749-5041 <i>jacful@aol.com</i>
BIRMINGHAM, AL	Marriott Courtyard A 500 Shades Creek Parkway Birmingham, AL 35209 (205)879-0400	Dr. Paul Doran W: (205)856-7894 <i>ccdoran@sbe.nova.edu</i>
DANVILLE, VA	Averett College 420 West Main Street Danville, VA 24541	Dr. Al Bolton W: (804)791-5605 <i>boltona@sbe.nova.edu</i>
DAVENPORT, IA	TBA	Mr. Steve Jarrett H: (319)373-4332 <i>sjarr33136@aol.com</i>
DENVER, CO	Higher Education and Advanced Technology Center, East 11 th Dr. Building 758, Rm. 221 Aurora, CO 80010	Ms. Mellani Day H: (303)751-7106 <i>day@sbe.nova.edu</i>
FRANKFURT, GERMANY	FAG Training Center (Schulungszentrum) Frankfurt Airport, Terminal Two East Wing, Room T 209 Frankfurt, 60549 AM Main Germany	Dr. Thomas Queisser W: 49-6221-892451 <i>tqueisse@admin.sg.umuc.edu</i>
FT. LAUDERDALE and NATIONAL CLUSTER	NSU - East Campus 3100 Southwest 9th Avenue Fort Lauderdale, FL 33315 (Rooms posted in elevator)	(consult staff directory) (800)672-7223

HUNTSVILLE	Bevill Conference Center 550 Sparkman Drive Huntsville, AL 35816 (205-721-9428)	Dr. Jay Billings H: (205)582-4663 <i>drjayb@aol.com</i>
NEW ENGLAND	School for International Training Kipling Rd. Brattleboro, VT 05302 (802)258-3237	Dr. William Hahn H: (802)446-2323 <i>hahn@sbe.nova.edu</i>
N. INDIANA	Calumet College Schmidt Building, 2400 NY Ave. Whiting, IN 46394 (219)473-7770	Dr. Philip Kemp H: (630)653-1647 <i>pkemp@wppost.depaul.edu</i>
ORLANDO, FL	Raddison Plaza Hotel 60 South Ivanhoe Blvd. Orlando, FL 32804	Mr. Jay Dittmer H: (904)788-4766 W: (904)257-3432 <i>dittmer@sbe.nova.edu</i>
PHOENIX, AZ	University of Phoenix 15601 N. 28 Avenue Phoenix, AZ 85021 (602)863-2600	Dr. Gerry Bedore H and W: (602)439-3250 <i>gbedore@primenet.com</i>
POTOMAC	Averett College 1593 Spring Hill Road Vienna, VA 22182	Dr. David Morton H: (301)953-7724 <i>ccmorton@sbe.nova.edu</i>
SEATTLE, WA	City University 919 Southwest Grady Way Renton, WA 98055 (800)426-5596	Mr. Rick Coffey H: (425)788-2168 O: (425)788-1260 <i>rcoffey@nwlinc.com</i>
SO. CALIFORNIA	The University of Phoenix 1515 West 190th Street Second Floor, Suite 200 Gardena, CA 90248	Dr. Earl Richardson H: (805)734-1085 <i>earlr@sbe.nova.edu</i>
SPARTANBURG, SC	Spartanburg Technical College I-85 and New Cut Road Ledbetter Room 253 Spartanburg, SC 29305-4386 (864)591-3616	Dr. Philip McGee W: (864)877-2500 <i>Instructional-Designs@ postoffice.worldnet.att.net</i>

DOCTORAL INSTRUCTOR INFORMATION

CAMPUS BASED FACULTY

<u>NAME</u>	<u>COURSE/SPECIALTY AREA</u>	<u>TELEPHONE</u>	<u>E-MAIL</u>
Daniel L. Austin	Health Policy	(954)262-5145	austin@sbe.nova.edu
Bob Baer	Administrative Theory, Comp. Gov't. and Eco. Systems, Comparative Admin. Systems	(954)262-5108	baerr@sbe.nova.edu
Joseph Balloun	Research Methods	(954)262-5099	balloun@sbe.nova.edu
Barry Barnes	Organization Behavior	(954)262-5113	barry@sbe.nova.edu
Bob Berg	International Business	(954)262-5095	berg@sbe.nova.edu
Charlie Blackwell	Administrative Theory	(954)262-5105	charlie@sbe.nova.edu
Frank Cavico	Legal/Ethical Issues	(954)262-5096	cavico@sbe.nova.edu
Barbara Dastoor	Human Resource Management	(954)262-5102	dastoor@sbe.nova.edu
Alan Gart	Finance, Economics	(954)262-5110	gart@sbe.nova.edu
Bill Harrington	Human Resource Management	(954)262-5088	billh@sbe.nova.edu
Gema Hernandez	Health Services	(954)262-5103	gemah@sbe.nova.edu
Bill Johnson	Marketing	(954)262-5109	billyboy@sbe.nova.edu
Herb Johnson	Operations Management, International Management	(954)262-5123	johnsonh@sbe.nova.edu
Richard Kelsey	Accounting	(954)262-5136	kelsey@sbe.nova.edu
Tim McCartney	Administrative Theory	(954)262-5104	mccartne@sbe.nova.edu
Walter Moore	Accounting	(954)262-5101	walter@sbe.nova.edu
Ron Needleman	Research Methods	(954)262-5142	droron@sbe.nova.edu
Pedro F. Pellet	Economics, Comp Gov't & Eco Sys	(954)262-5106	pellet@sbe.nova.edu
Ed Pierce	Finance, Strategy	(954)262-5107	edpierce@sbe.nova.edu
Bob Preziosi	Administrative Theory	(954)262-5111	preziosi@sbe.nova.edu
John Sennetti	Accounting	(954)262-5112	sennetti@sbe.nova.edu
Art Weinstein	Marketing	(954)262-5097	art@sbe.nova.edu
Pan Yatrakis	International Business, Finance	(954)262-5098	yatrakis@sbe.nova.edu

NATIONAL FACULTY

<u>NAME</u>	<u>COURSE/SPECIALTY AREA</u>	<u>TELEPHONE</u>	<u>E-MAIL</u>
John Affisco	Operations Management	(516)463-5362	<i>acsjfa@vaxc.hofstra.edu</i>
William R. Allen	Organizational Behavior	(401)783-8323	<i>wallen@umassd.edu</i>
Alex Anckonie	International Business, Finance	(703)548-0784	<i>anckonie@sbe.nova.edu</i>
Jay Aronson	Information Technology Mgmt.	(706)542-0991	<i>jaronson@blaze.cba.uga.edu</i>
Larry Chiagouris	Marketing	(212)367-6858	<i>lchiagouris.cdb@mcimail.com</i>
Clay Chun	Finance	(334)953-5836	<i>clchun@maxl.au.af.mil</i>
James Dorris	Organizational Behavior	(508)999-8430 (508)997-1676	<i>jdorris@umassd.edu</i>
Walter Einstein	Administrative Theory, Organizational Behavior	(508)997-6661	<i>weinstein@umassd.edu</i>
Ronald Fetzer	Human Resource Management	(937)767-9185	<i>ron-fetzer@worldnet.att.net</i>
Jane Gibson	Management	(954)262-7693	<i>gibson@sbe.nova.edu</i>
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Raymond Jackson	Economics, Finance	(617)969-5914	<i>rjackson@umassd.edu</i>
Juan Jover	Information Technology Mgmt.	(305)674-8880	<i>jover@sbe.nova.edu</i>
Syrous Kooros	Operations Management	(504)446-2332	<i>kooros@sbe.nova.edu</i>
Howard Lawrence	Accounting	(901)321-3000	<i>hlawrenc@odin.cbu.edu</i>
Moshe Levin	Operations Management, Finance, Research Methods	(217)787-5061	<i>levin.moshe@uis.edu</i>
Jonathan Linton	Operations Management	(973)313-0183	<i>linton@megahertz.njit.edu</i>
Albert Mavrinac	International Law, Constitutional Law	(207)872-6560	<i>aamavrin@colby.edu</i>
Kader Mazouz	Operations Management, Research Methods	(561)483-4881	<i>mazouzk@sbe.nova.edu</i>
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Kenneth S. Most	International Accounting	(954)784-5657	<i>topmost@aol.com</i>
Richard Plank	Marketing	(616)387-6149	<i>richard.plank@wmich.edu</i>
Thomas Powers	Marketing	(205)934-5664	<i>busf022@uabdp.dpo.uab.edu</i>
Neal Rappaport	Economics, Finance	(703)525-6016	<i>nrappaport@aol.com</i>
Richard Rees	Administrative Theory, Organizational Behavior	(941)687-1127	<i>drrees@sbe.nova.edu</i>

Elizabeth Rivers	Information Technology Mgmt.	(561)692-0626	<i>rivers@sbe.nova.edu</i>
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Andrew Sherbo	Finance, Investments and Taxation, Public Finance	(703)614-3801	<i>sherbo@sbe.nova.edu</i>
Jae K. Shim	Finance, Accounting	(562)985-8609	<i>jaeshim@csulb.edu</i>
Luc Soenen	Finance, International Finance	(805)461-0306	<i>lsoenen@calpoly.edu</i>
Alan Tucker	Financial Engineering	(215)736-2785	<i>atucker.mta.http.com</i>
Dan Walsh	Information Technology Mgmt.	(732)699-6648 (732)728-1073	<i>danwalsh@sbe.nova.edu</i>

PROFESSIONAL STUDIES WORKSHOP

CSA 6080, Professional Studies Workshops are offered in conjunction with selected annual professional conferences. Nova Southeastern tuition does not include membership fees or fees for the professional conferences. Students are responsible for obtaining their own hotel accommodations/reservations when they attend the Professional Studies Workshop. The following is a tentative schedule of upcoming conferences:

ACADEMY OF INTERNATIONAL BUSINESS: (808)956-3665 Jim Wills		DIBA and DBA/IM
October 8-11, 1998	Vienna, Austria	
November 3-6, 1999	Charleston, S.C.	
ACADEMY OF MANAGEMENT: (914)923-2607		DBA and DPA
August 7-11, 1999	Chicago, IL (Hyatt Regency)	
AMERICAN ACCOUNTING ASSOCIATION: (941)921-7747 ext. 303 Debbie		DBA/ACC
August 15-18, 1999	San Diego, CA	
SOCIETY FOR HUMAN RESOURCE MANAGEMENT: (703)548-3440		DBA/HRM
June 27-30, 1999	Atlanta, GA	
AMERICAN MARKETING ASSOC. (312)648-0536 Betsy Cerr		DBA/MKT
August 7-10, 1999	San Francisco, CA (Marriott)	
FINANCIAL MANAGEMENT ASSOCIATION: (813)974-2084		DBA/FIN
October 14-17, 1998	Chicago, IL	
October 6-9, 1999	Orlando, FL	
AMERICAN COLLEGE OF HEALTH CARE EXEC. (312)424-2800		DBA/HS
March 6-11, 1999	Chicago, IL	
ASSOCIATION FOR INFORMATION SYSTEMS: (812)855-3481		DBA/ITM
August 13-15, 1999	Milwaukee, WI	

COMPREHENSIVE EXAMINATION

The Comprehensive Examination is a two-part examination (CSA 6090 and CSA 6089). Please be sure to register during the regular registration period to insure site availability. The Comprehensive Exam fee is refundable. However, students will be assessed a withdrawal fee.

ELIGIBILITY REQUIREMENTS

To sit for Part I or Part II of the Comprehensive Examination you must have a grade point average of at least 3.0, be in good financial standing, have a full admission status, and have completed 20 credits of course work. To be eligible for CSA 6089 (Part 2), you must also have passed CSA 6090 (Part 1) and the capstone course CSA 6140 Strategic Decision Making or CSA 6730 Seminar in Managerial Accounting.

MATRIX

	DPA	DBA	DIBA	DBA HRM	DBA IM	DBA ACC	DBA FIN	DBA MKT	DBA HS	DBA ITM
CSA 6090										
Part 1A:	Choose one question from the group below.									
	6010 LR*	6010 LR*	6410 LR*	LR*	6410 LR*	6710 LR*	LR*	6810 LR*	6610 LR*	6910 LR*
Part 1B:	Choose one question from the group below.									
	6020	6020	6450	6020	6020	6060	6020	6020	6020	6020
	6060	6060	6470	6030	6450		6510	6120	6030	6120
						6760	6520			
	and									
	Choose one question from the group below.									
	6030	6030	6030	6060	6060	6020	6030	6030	6660	6060
	6040	6040	6060	6315	6030	6030	6060	6060	6060	6920
				6325						
CSA 6089										
Part 2A:	6140	6140	6140	6140	6140	6730	6140	6140	6140	6140
Part 2B:	Choose two questions from the group below.									
	6050	6050	6050	6050	6050	6050	6050	6050	6050	6050
	6220	6110	6110	6330	6470	6740	6120	6830	6620	6110
	6230	6120	6420	6120	6120	6120	6130	6130	6120	6130
	6240	6130	6430	6130	6130	6130	6540	6890	6130	6930
							6530			

** Literature Review: You will be given a list of four theorists. You will choose only one on whom to write on. You should be knowledgeable of at least six of the following theorists:*

Herb Simon, Blake and Mouton, Elton Mayo, Frederick Herzberg, Chester Barnard, Lyman Porter, David McClelland, Henry Mintzberg, Henri Fayol, Hersey and Blanchard.

PROGRAM FEES

Tuition is **\$550.00** per credit hour. This rate is valid through August 31, 2000 for students entering the Doctoral Program after August 31, 1997. For current students who have successfully completed at least one regular, two or four credit doctoral course, before September 1, 1997, tuition is \$495.00 per credit hour through August 31, 1999. In both cases tuition rates may be adjusted annually thereafter.

A Registration Fee of \$25.00 is payable each time a student registers. Registrations submitted during the late registration period **MUST** be accompanied by a late registration fee of \$25.00 in addition to the regular registration fee. Registrations postmarked after the late registration period are subject to a \$50.00 late fee in addition to the \$25.00 regular registration fee. Registrations submitted without the proper tuition and fees at the time of processing are considered late registrations.

Effective May 1, 1998, in addition to the standard program fees, the Bursars office now charges a \$50.00 deferred payment fee for all incomplete registrations, returned checks and rejected credit cards.

SPECIAL SEMINAR/ILM FEES: Fees are assessed to provide for administrative costs associated with seminars, workshops, and selected courses. These fees are payable at the time of registration **in addition** to the tuition for the course. This seminar fee is **non-refundable** and is not associated with any additional fees which may be required by a professional association. ILM fees are **non-refundable**, but materials may be exchanged for updated versions.

SEMINAR/WORKSHOP FEES

CSA 6060 Business and Public Policy Seminar	\$150.00
CSA 6080 Professional Studies Workshop	50.00
Comprehensive Examination Fee	50.00
Student Activities Fee (on-campus - Nat'l Cluster & Summer Institute only)	10.00
CSA 6072 Online Communications and Internet Competency Fee	50.00

ILM FEES

CSA 6020 Organizational Behavior & Personnel Management.....	20.00
CSA 6030 Information & Decision Sciences	35.00
CSA 6050 Operations Management	30.00
CSA 6081 Applied Research Development.....	20.00
CSA 6082 Research Techniques (Dr. McLaughlin only).....	20.00
CSA 6083 Research Methods (Dr. Levin only).....	20.00
CSA 6110 International Business & Finance (Dr. Levin only).....	20.00
CSA 6130 Financial Decision-Making in Business.....	10.00
CSA 6140 Strategic Decision-Making	30.00

FINANCIAL AID INFORMATION: Students must apply for and be awarded financial aid in order to receive loan monies. In addition, they **must** register for at least four graduate credit hours or be consecutively enrolled in two-credit dissertation units (6091, 6092, 6093, 6094 and 6095) per term to receive these funds. Students not registered for at least four graduate credit hours (or acceptable two-credit unit) when their loan checks are ready for disbursement will **not** be eligible to receive the funds. These monies will then be returned to the lender. Also, please be aware that when applying for financial aid,

students must list their intended attendance pattern for that period. This attendance pattern **must** match the student's actual enrollments.

If your course selections for a term change for any reason after you have already indicated the attendance pattern on your financial aid paperwork, it will be necessary for you to contact Nova Southeastern's Office of Student Financial Aid. Your loan periods will then have to be adjusted. If these actions are not taken, it may result in your loan monies being returned to the lender, even though you are currently registered for at least four graduate credit hours.

All approved paperwork pertaining to Financial Aid (award letters, VA, DD1556, etc.) should be attached to registration forms when sent in.

STUDENTS USING OTHER METHODS OF PAYMENT: Students should be aware that full payment is expected at the time of registration unless arrangements are made for financial aid and/or third-party payment. **Registrations having no payment attached will be returned to the student.** Please be advised that tuition reimbursement agreements do not constitute acceptable advance payment for registration purposes.

Students using an approved direct bill method of payment **must** have **all** approved documentation attached to the registration form when registering for classes. Registrations will be returned if all necessary documentation is not attached. Employee tuition applications to your employer are not acceptable. Company vouchers or checks must be attached.

RECEIPTS:

Students who must present a receipt for tuition and fees to their employer should write **"RECEIPT REQUESTED"** on the upper right hand corner of their Student Transaction Form when registering for classes.

ONLINE COMMUNICATIONS and INTERNET COMPETENCY

NEW STUDENTS MUST REGISTER FOR CSA 6072 IN THE FIRST TERM AFTER THEY ARE ACCEPTED INTO THE PROGRAM.

Requests for course syllabi and other questions relating to CSA 6072 must be forwarded to Mellisa Reyes (mellisam@sbe.nova.edu) 1-800-672-7223, Ext. 5059.

In this course, a student demonstrates PC literacy and is introduced to the NSU on-line environment.

Professor:	Dr. Richard Kelsey	kelsey@sbe.nova.edu
Instructor Assistants:	Trevor Pendleton	trevorp@sbe.nova.edu
	Ron Phillips	ronp@sbe.nova.edu

The fee for CSA 6072 is \$50.00. Each student will have four months to complete the assignments. Students who do not complete the course by the end of the term will receive a "W". They will be required to re-register and pay for the course again. No incomplete grades will be given. CSA 6072 is a prerequisite for the Research Methodology courses (CSA 6082 and 6083). In addition, students must be ON-LINE and registered for CSA 6072 in order to register for CSA 6060 and 6110.

TERM	PRE	CS#	SECT	TITLE	CR
98F	CSA	6072	COF	Online Communications and Internet Competency	0

PUBLICATION REQUIREMENT

The Publication Requirement of the Doctoral Programs is designed to demonstrate the research, writing, and presentation abilities acquired and/or refined through doctoral studies. For students in the general DBA or DPA Programs, the publication should make a contribution in a business or public administration area of choice. For students in a specialty area, the publication should be a contribution in that specialty area. The School of Business and Entrepreneurship has identified the following accomplishments as acceptable evidence of satisfaction of the Doctoral Publication Requirement:

1. Article published in an academic journal or similar publication.
2. Article published in the proceedings of a national professional conference such as the Academy of Management or the American Society for Public Administration, where rigorous criteria must be met.
3. Report or monograph published by a professional organization, corporation, or public agency, where rigorous criteria for selection can be demonstrated.

Other printed matter, such as regional journal articles and trade publications, that demonstrate a contribution to the discipline may be submitted for consideration.

The student's relationship to the Nova Southeastern University Doctoral Programs in business, Doctoral Student, NSU should be noted in the documentation of the article, if at all possible. All publications, along with supporting documentation, will be reviewed by the Director of the Doctoral Programs, who will determine their acceptability.

Satisfaction of this requirement is mandatory for program completion and graduation.

DISSERTATION TRACK

The dissertation track includes a preliminary literature review, three, three-day seminars on research methodology and statistical tools, and the readings course. The dissertation track should be followed concurrently with the regular course track. The goal is to have your dissertation proposal completed by the time you complete your course work.

The three-day seminar, CSA 6081 - Applied Research Development, is offered several times a year. This seminar is led by the Director of Research and should be taken early in the program. CSA 6082 is a course in statistical techniques that may be appropriate for use in the dissertation process. CSA 6083 focuses on the methodology chapter of the dissertation. All are offered in a three-day format.

APPLIED RESEARCH DEVELOPMENT CSA 6081 (2 CREDITS)

The role of research in the business decision-making process will be explored. The significance of theory in the research process will be defined. The varied appropriate methodologies that could be brought to bear in such endeavors will be explored. Students will be expected to understand the framing of research questions, the development of an appropriate methodology, and the selection of the appropriate techniques to carry out research.

It is to your benefit to take CSA 6081 as early in your program as possible. You should also register for the session you desire early in the registration process for the appropriate term, as the sessions are filled on first-come, first-served basis. You may indicate a first and second choice if you wish. Registrations will only be accepted up to 30 days prior to the first day of class. Enrollment is limited to 25 students per class.

RESEARCH TECHNIQUES and RESEARCH METHODS CSA 6082 and CSA 6083 (2 CREDITS EACH)

CSA 6082 and CSA 6083 are three day courses designed to examine dissertation related methodology. These courses are two credit courses. Satisfactory completion of CSA 6072 and CSA 6081 are prerequisites for CSA 6082. CSA 6072, CSA 6081, and CSA 6082 are prerequisites for CSA 6083. CSA 6082 and CSA 6083 cannot be taken in the same semester. Enrollment is limited to 25 students per class.

PRELIMINARY LITERATURE REVIEW

REQUIREMENTS:

1. Completed Literature Review (5-10 pages).
2. Copies of five selected articles used in the literature review. These articles should be related, have overlapping lists of references, and report findings on academic research. NOTE: This is not to imply that your review is to be based solely on these articles.

CONCEPT PAPER

Prerequisites: CSA 6081 and an approved Preliminary Literature Review.

NOTE: The Concept Paper may be submitted simultaneously with Preliminary Literature Review.

REQUIREMENTS: As per Dissertation Guidelines which are provided by program office.

READINGS COURSE (4 Credits)

Completion of CSA 6081, approval of Preliminary Literature Review, approval of Concept Paper and an approved Chairperson are prerequisites. (A formal letter must be submitted to Dr. Needleman requesting your chair and a response received before registering for readings.)

When your Concept Paper is approved you will receive written confirmation from the Research Office. This confirmation will be accompanied by an Instructor Approval Form for the Readings Course. Forward the Instructor Approval Form to the Chairperson for signature. The Chairperson should then return the form to you.

The completed "Instructor Approval Form" should accompany your registration. It should be sent, together with the appropriate tuition and fees, to the Doctoral Program Office. You will be registered for the course under the instructor's name to facilitate grade processing on your academic record.

DBA	CSA 6150	Readings in Business Administration
	CSA 6151	Advanced Readings in Mgt./Org. Behavior
DBA/HRM	CSA 6370	Readings in HRM
DBA/IM, DIBA	CSA 6480	Readings in International Business
DBA/ACC	CSA 6750	Readings in Accounting
DBA/FIN	CSA 6550	Readings in Finance
DBA/HS	CSA 6650	Readings in Health Services
DBA/MKT	CSA 6850	Readings in Marketing
DBA/ITM	CSA 6950	Readings in Information Technology Management
DPA	CSA 6250	Readings in Public Administration

REGISTRATION

A student working on his/her dissertation must maintain active status by being registered each term. Students register for the dissertation in two-credit increments (CSA 6091, 6092, 6093, 6094, and 6095) one semester at a time. If a student should exceed the five term time frame for the dissertation, he/she must continue to register for CSA 6097 (Dissertation Continuation) until the final dissertation draft is accepted.

You are not subject to a late fee when registering for the Comps, Readings and Dissertation. You may register at any time during the term.

TERM DATES

Fall 1998

Term Begins:	September 1, 1998
Term Ends:	December 31, 1998
Registration:	
New students:	Through July 15, 1998
Continuing Students:	June 15 - July 7, 1998
Late:	July 8 - 15, 1998

Winter 1999

Term Begins:	January 1, 1999
Term Ends:	April 30, 1999
Registration:	
New students:	Through November 13, 1998
Continuing Students:	October 15 - November 6, 1998
Late:	November 7-13, 1998

Summer 1999

Term Begins:	May 1, 1999
Term Ends:	August 31, 1999
Registration:	
New students:	Through March 15, 1999
Continuing Students:	February 15 - March 8, 1999
Late:	March 9 - 15, 1999

*All registrations for the Fall 1998 term are due no later than **July 15, 1998.***

FALL TERM 1998

Sequence I Dates and Courses September 12-13 October 10-11 November 7-8

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98F	CSA	6050	FFL	Operations Management	4	Dr. Kader Mazouz
Ft. Lauderdale	98F	CSA	6120	FFL	Marketing Management and Research	4	TBA
Austin	98F	CSA	6050	ATX	Operations Management	4	Dr. John Affisco
Danville	98F	CSA	6020	DVA	Organizational Behavior and Personnel Management	4	Dr. Walter Einstein
Davenport	98F	CSA	6050	DIA	Operations Management	4	Dr. Syrous Kooros
Frankfurt, Germany	98F	CSA	6110	FGR	International Business and Finance	4	Dr. Moshe Levin
Huntsville *	98F	CSA	6130	HAL	Financial Decision-Making in Business	4	Dr. Ray Jackson
New England +	98F	CSA	6050	BVT	Operations Management	4	Dr. Herb Johnson
Orlando	98F	CSA	6030	OFL	Information and Decision Sciences	4	Dr. Jay Aronson
Potomac	98F	CSA	6120	VVA	Marketing Management and Research	4	Dr. Tom Powers
Seattle	98F	CSA	6030	SWA	Information and Decision Sciences	4	Dr. Beth Rivers
S. California	98F	CSA	6120	LCA	Marketing Management and Research	4	TBA

Sequence II Dates and Courses September 26-27 October 24-25 November 21-22

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98F	CSA	6030	FFL	Information and Decision Sciences	4	Dr. Beth Rivers
Arkansas	98F	CSA	6020	LAR	Organizational Behavior and Personnel Management	4	Dr. Barbara Dastoor
Birmingham	98F	CSA	6020	BAL	Organizational Behavior and Personnel Management	4	Dr. Barry Barnes
Denver	98F	CSA	6050	DCO	Operations Management	4	Dr. Kader Mazouz
N. Indiana	98F	CSA	6030	WIN	Information and Decision Sciences	4	Dr. Jay Aronson
Phoenix	98F	CSA	6130	PAZ	Financial Decision-Making in Business	4	Dr. Alan Gart
Potomac	98F	CSA	6030	VVA	Information and Decision Sciences	4	Dr. Dan Walsh
Spartanburg	98F	CSA	6050	SSC	Operations Management	4	Dr. Herb Johnson

*Subject to state approval

+Second class weekend meets 10/3-4/98

FALL TERM 1998 SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98F	CSA	6060	WA1	Business and Public Policy Seminar Dates: December 5-9, 1998 Location: Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 20037 Reservations: (202)872-1500 ext 50 Mention that you are a Nova Southeastern student for special rate.	4	Dr. Robert Baer

This course starts on Saturday at 2:30 p.m. Enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98F	CSA	6080	AU1	DIBA and DBA/IM Professional Studies Workshop Dates: October 8-11, 1998 Location: Vienna, Austria	2	Dr. Herb Johnson
98F	CSA	6080	IL1	DBA/Fin Professional Studies Workshop Dates: October 14-17, 1998 Location: Chicago, IL	2	Dr. Alan Gart

FALL TERM 1998

RESEARCH AND ORIENTATION COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	98F	CSA	6073	FF1	Doctoral Student Orientation +	0	Dr. Richard Kelsey
			Dates: Oct. 15				
Ft. Lauderdale	98F	CSA	6073	FF2	Doctoral Student Orientation +	0	Dr. Richard Kelsey
			Dates: Dec. 8				
Ft. Lauderdale	98F	CSA	6081	FF1	Applied Research Dev.*	2	Dr. Ron Needleman
			Dates: Oct. 16-18				
Ft. Lauderdale	98F	CSA	6081	FF2	Applied Research Dev.*	2	Dr. Ron Needleman
			Dates: Dec. 9-11				
Ft. Lauderdale	98F	CSA	6082	FF1	Research Techniques	2	Dr. Greg McLaughlin
			Dates: Oct. 16-18				
Ft. Lauderdale	98F	CSA	6082	FF2	Research Techniques	2	Dr. Joe Balloun
			Dates: Dec. 9-11				
Frankfurt	98F	CSA	6083	FGR	Research Methods	2	Dr. Moshe Levin
			Dates: Oct. 16-18				
Ft. Lauderdale	98F	CSA	6083	FF1	Research Methods	2	Dr. Joe Balloun
			Dates: Oct. 16-18				
Ft. Lauderdale	98F	CSA	6083	FF2	Research Methods	2	Dr. Bill Rives
			Dates: Dec. 9-11				

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, CSA 6082, or CSA 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for a later section.*

Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted up to 30 days prior to the first day of class. Enrollment is limited to 25 students per section.

+Effective May 1, 1998, all students taking CSA 6081 must concurrently register for the CSA 6073 section immediately proceeding the CSA 6081 section. There are no tuition or fee charges for CSA 6073.

NATIONAL CLUSTER

Students must register by JULY 15, 1998 for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of **December 13-18, 1998**. The courses for the one-week workshop will be held at the School of Business and Entrepreneurship Nova Southeastern University East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
98F	CSA	6020	NCL	Organizational Behavior and Personnel Management	4	Dr. Barry Barnes/ Dr. Barbara Dastoor
98F	CSA	6130	NCL	Financial Decision Making in Business	4	Dr. Pan Yatrakis
98F	CSA	6140	NC1	Strategic Decision-Making*+	4	Dr. Ed Pierce
98F	CSA	6140	NC2	Strategic Decision-Making*	4	Dr. Ed Pierce
98F	CSA	6430	NCL	International Finance and Banking	4	Dr. Alan Gart
98F	CSA	6510	NCL	International Finance	4	Dr. Luc Soenen
98F	CSA	6660	NCL	Legal Issues in Health Services	4	TBA
98F	CSA	6760	NCL	Seminar in Accounting Information Systems and Auditing	4	Dr. John Sennetti
98F	CSA	6910	NCL	Enterprise Architecture	4	Dr. Dan Walsh

**This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part I of the Comprehensive Examination.*

+CSA 6140 NC1 held 11/29 - 12/4/98

FALL TERM COMPREHENSIVE EXAMINATION

December 20, 1998

<u>TERM</u>	<u>PRE</u>	<u>CSA#</u>	<u>SEC</u>	<u>LOCATION</u>	<u>TITLE</u>
98F	CSA	6090	ATX	Austin	Comp Exam Part 1
98F	CSA	6089	ATX	Austin	Comp Exam Part 2
98F	CSA	6090	WIN	N. Indiana	Comp Exam Part 1
98F	CSA	6089	WIN	N. Indiana	Comp Exam Part 2
98F	CSA	6090	OFL	Orlando	Comp Exam Part 1
98F	CSA	6089	OFL	Orlando	Comp Exam Part 2
98F	CSA	6090	PAZ	Phoenix	Comp Exam Part 1
98F	CSA	6089	PAZ	Phoenix	Comp Exam Part 2
98F	CSA	6090	DVA	Danville	Comp Exam Part 1
98F	CSA	6089	DVA	Danville	Comp Exam Part 2
98F	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
98F	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2

WINTER TERM 1999

Sequence I Dates and Courses January 9-11 February 6-7 March 13-14

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	99W	CSA	6030	FFL	Information and Decision Sciences	4	Dr. Dan Walsh
Ft. Lauderdale	99W	CSA	6130	FFL	Financial Decision-Making in Business	4	Dr. Alan Gart
Austin	99W	CSA	6030	ATX	Information and Decision Sciences	4	Dr. Syrous Kooros
Danville	99W	CSA	6120	DVA	Marketing Management and Research	4	TBA
Davenport	99W	CSA	6030	DIA	Information and Decision Sciences	4	Dr. Beth Rivers
Frankfurt+	99W	CSA	6020	FGR	Organizational Behavior and Personnel Management	4	Dr. Barry Barnes
Huntsville*	99W	CSA	6050	HAL	Operations Management	4	Dr. Herb Johnson
New England	99W	CSA	6030	BVT	Information and Decision Sciences	4	Dr. Jay Aronson
Orlando	99W	CSA	6020	OFL	Organizational Behavior and Personnel Management	4	TBA
Potomac	99W	CSA	6130	VVA	Financial Decision-Making in Business	4	Dr. Pan Yatrakis
Seattle	99W	CSA	6020	SWA	Organizational Behavior and Personnel Management	4	Dr. William Snow
So. California	99W	CSA	6020	LCA	Organizational Behavior and Personnel Management	4	Dr. Barbara Dastoc

Sequence II Dates and Courses January 23-24 February 20-21 March 20-21

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS #</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	99W	CSA	6020	FFL	Organizational Behavior and Personnel Management	4	Dr. William Allen
Arkansas	99W	CSA	6120	LAR	Marketing Management and Research	4	TBA
Atlanta*	99W	CSA	6030	AGA	Information and Decision Sciences	4	Dr. Jay Aronson
Birmingham	99W	CSA	6120	BAL	Marketing Management and Research	4	Dr. Larry Chiagoris
Denver	99W	CSA	6030	DCO	Information and Decision Sciences	4	Dr. Beth Rivers
N. Indiana	99W	CSA	6020	WIN	Organizational Behavior and Personnel Management	4	Dr. Barry Barnes
Phoenix	99W	CSA	6050	PAZ	Operations Management	4	Dr. Moshe Levin
Potomac	99W	CSA	6020	VVA	Organizational Behavior and Personnel Management	4	Dr. Barbara Dastoc
Spartanburg	99W	CSA	6030	SSC	Information and Decision Sciences	4	Dr. Dan Walsh

*Subject to state approval

+CSA 6020 meets in Frankfurt on 1/8-11 and 3/12-14, 1999

WINTER TERM 1999 SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
99W	CSA	6060	WA1	Business and Public Policy Seminar Dates: January 30 - February 4, 1999	4	Dr. Robert Baer
99W	CSA	6060	WA2	Business and Public Policy Seminar Dates: February 27 - March 3, 1999 Location: Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 20037 Reservations: (202)872-1500 Ext 50 State that you are a Nova Southeastern student for special rate.	4	Dr. Robert Baer

This course starts on a Saturday at 2:30 p.m. Please note that enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
99W	CSA	6080	IL1	DBA-HS Professional Studies Workshop in conjunction with the American College of Health Care Executives Dates: March 6-11, 1999 Location: Chicago, IL	2	Dr. Dan Austin

NATIONAL CLUSTER

Students must register BY NOVEMBER 13, 1998 for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of April 18-23, 1999. Courses are held at the School of Business and Entrepreneurship Nova Southeastern University - East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
99W	CSA	6050	NCL	Operations Management	4	Dr. Herb Johnson
99W	CSA	6120	NCL	Marketing Management and Research	4	Dr. Art Weinstein
99W	CSA	6140	NCL	Strategic Decision-Making*	4	Dr. Ed Pierce
99W	CSA	6230	NCL	Financial Decision Making in Govt.	4	Dr. Andy Sherbo
99W	CSA	6315	NCL	Strategic Programming in Human Resource Mgt.	4	Dr. Ron Fetzer
99W	CSA	6530	NCL	Financial Engineering	4	Dr. Alan Tucker
99W	CSA	6710	NCL	Seminar in Financial Accounting	4	Dr. Walter Moore
99W	CSA	6830	NCL	Research Analysis for Mkt. Decisions	4	TBA

**This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part 1 of the Comprehensive Examination.*

WINTER TERM 1999

RESEARCH AND ORIENTATION COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	99W	CSA	6073	FF1	Doctoral Student Orientation + Dates: February 11	0	Dr. Richard Kelsey
Ft. Lauderdale	99W	CSA	6073	FF2	Doctoral Student Orientation + Dates : April 13	0	Dr. Richard Kelsey
Ft. Lauderdale	99W	CSA	6081	FF1	Applied Research Dev.* Dates: February 12-14	2	Dr. Ron Needleman
Ft. Lauderdale	99W	CSA	6081	FF2	Applied Research Dev.* Dates: April 14-16	2	Dr. Ron Needleman
Ft. Lauderdale	99W	CSA	6082	FF1	Research Techniques Dates: February 12-14	2	Dr. Joe Balloun
Ft. Lauderdale	99W	CSA	6082	FF2	Research Techniques Dates: April 14-16	2	Dr. Kader Mazouz
Ft. Lauderdale	99W	CSA	6083	FF1	Research Methods Dates: February 12-14	2	Dr. Kader Mazouz
Ft. Lauderdale	99W	CSA	6083	FF2	Research Methods Dates: April 14-16	2	Dr. Joe Balloun

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, 6082, or 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for a later section.*

Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted up to 30 days prior to the first day of class. Enrollment is limited to 25 students in each section.

+Effective May 1, 1998, all students taking CSA 6081 must concurrently register for the CSA 6073 section immediately proceeding the CSA 6081 section. There are no tuition or fee charges for CSA 6073.

**WINTER TERM
COMPREHENSIVE EXAMINATION
APRIL 25,1999**

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>LOCATION</u>	<u>TITLE</u>
99W	CSA	6090	BAL	Birmingham	Comp Exam Part 1
99W	CSA	6089	BAL	Birmingham	Comp Exam Part 2
99W	CSA	6090	BVT	New England	Comp Exam Part 1
99W	CSA	6089	BVT	New England	Comp Exam Part 2
99W	CSA	6090	VVA	Potomac	Comp Exam Part 1
99W	CSA	6089	VVA	Potomac	Comp Exam Part 2
99W	CSA	6090	DIA	Davenport	Comp Exam Part 1
99W	CSA	6089	DIA	Davenport	Comp Exam Part 2
99W	CSA	6090	DCO	Denver	Comp Exam Part 1
99W	CSA	6089	DCO	Denver	Comp Exam Part 2
99W	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
99W	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2

SUMMER TERM 1999

Sequence I Dates and Courses DATES: May 8-9 June 5-6 July 10-11

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	991	CSA	6110	FF1	International Business & Finance	4	TBA
Frankfurt +	991	CSA	6010	FGR	Administrative Theory and Practice	4	TBA
Frankfurt +	991	CSA	6410	FGR	International Business	4	TBA
New England	991	CSA	6010	BVT	Administrative Theory and Practice	4	TBA
Orlando	991	CSA	6110	OFL	International Business	4	TBA
So. California	991	CSA	6040	LCA	Economics Analysis	4	TBA

Sequence II Dates and Courses DATES: May 22-23 June 19-20 July 17-18

<u>CLUSTER SITE</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Atlanta*	991	CSA	6040	AGA	Economics Analysis	4	TBA
No. Indiana	991	CSA	6010	WIN	Administrative Theory and Practice	4	TBA
Potomac	991	CSA	6110	VVA	International Business and Finance	4	TBA

Please Note: Summer cluster courses are subject to cancellation if student enrollment is insufficient by March 15, 1999. Enrolled students so affected will be notified by March 31, 1999 and may elect to transfer their registration to the 1999 Summer Institute held in Fort Lauderdale, July 25 - 30, 1999. Accordingly, students **SHOULD NOT** make travel arrangements for Summer cluster courses before April 1, 1999.

*Subject to state approval

+Class meeting dates TBA

SUMMER TERM 1999 SUMMER INSTITUTE

Specialty Students Students in the career options take business core courses (6000 and 6100 course numbers) at their cluster locations, but assemble at Fort Lauderdale for their specialty courses. Specialty courses are offered during the Summer term in the Summer Institute and may be offered as "National Cluster" courses during the Fall and Winter terms.

Students must register by March 15, 1999 for all week-long courses.

DATES: July 25 - 30, 1999

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
992	CSA	6330	SU1	Performance and Reward Systems	4	TBA
992	CSA	6410	SU1	International Management	4	TBA
992	CSA	6520	SU1	Financial Institutions	4	TBA
992	CSA	6620	SU1	Health Policy Analysis	4	TBA
992	CSA	6730	SU1	Seminar in Managerial Accounting	4	TBA
992	CSA	6890	SU1	Marketing Topics: Brand Equity	4	TBA
992	CSA	6930	SU1	Applied Database Management Systems	4	TBA
992	CSA	6010	SU1	Administrative Theory and Practice	4	TBA
992	CSA	6040	SU1	Economic Analysis	4	TBA
992	CSA	6110	SU1	International Business and Finance	4	TBA

SUMMER TERM 1999 SEMINARS AND WORKSHOPS

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
991	CSA	6060	WA1	Business and Public Policy Dates: July 31 - August 4, 1999 Washington Marriott Hotel 1221 22nd Street, NW Washington, DC 2003 Reservations: (202)872-1500 ext 50 (State that you are a Nova Southeastern student for special rate.)	4	Dr. Robert Baer

This course starts on a Saturday at 2:30 p.m. Please note that enrollment is limited to 28 students. This course utilizes electronic communication. You must check your e-mail from the first day of the term.

SUMMER TERM 1999

SEMINARS AND WORKSHOPS

CONTINUATION

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
992	CSA	6080	IL1	DPA Professional Studies Workshop in conjunction with the Academy of Mgt. Dates: August 7-11, 1999 Location: Chicago, IL (Hyatt Regency)	2	TBA
992	CSA	6080	IL2	DBA Professional Studies Workshop in conjunction with the Academy of Mgt. Dates: August 7-11, 1999 Location: Chicago, IL (Hyatt Regency)	2	TBA
992	CSA	6080	CA1	DBA-ACC Professional Studies Workshop in conjunction with the American Accounting Association Dates: August 15-18, 1999 Location: San Diego, CA	2	TBA
991	CSA	6080	GA1	DBA-HRM Professional Studies Workshop in conjunction with the Society for Human Resource Management Dates: June 27-30, 1999 Location: Atlanta, GA	2	TBA
992	CSA	6080	CA2	DBA-MKT Professional Studies Workshop in conjunction with the American Marketing Association (Marketing Educators Conference) Dates: August 7-10, 1999 Location: San Francisco (Marriott)	2	TBA
992	CSA	6080	WI1	DBA-IS/ITM Professional Studies Workshop in conjunction with the Association of Information Systems Dates: August 13-15, 1999 Location: Milwaukee, WI	2	TBA

SUMMER TERM 1999

RESEARCH AND ORIENTATION COURSES

<u>LOCATION</u>	<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
Ft. Lauderdale	991	CSA	6073	FF1	Doctoral Student Orientation + Dates:	0	Dr. Richard Kelsey
Ft. Lauderdale	992	CSA	6073	FF2	Doctoral Student Orientation + Dates:	0	Dr. Richard Kelsey
Ft. Lauderdale	991	CSA	6081	FF1	Applied Research Development* Dates:	2	Dr. Ron Needleman
Ft. Lauderdale	992	CSA	6081	FF2	Applied Research Development* Dates:	2	Dr. Ron Needleman
Ft. Lauderdale	991	CSA	6082	FF1	Research Techniques Dates:	2	TBA
Ft. Lauderdale	992	CSA	6082	FF2	Research Techniques Dates:	2	Dr. Joe Balloun
Ft. Lauderdale	991	CSA	6083	FF1	Research Methods Dates:	2	Dr. Joe Balloun
Ft. Lauderdale	992	CSA	6083	FF2	Research Methods Dates:	2	TBA

STUDENTS MAY NOT REGISTER FOR MORE THAN ONE OF CSA 6081, CSA 6082, or CSA 6083 IN THE SAME TERM.

**Pre-assignment must be submitted at first day of class or student will be required to re-enroll for a later section.*

Sessions will be filled on a first-come, first-served basis; therefore, students should register at the beginning of the registration period. You may indicate a first and second choice on the registration if you wish. Registrations will only be accepted up to 30 days prior to the first day of class. Enrollment is limited to 25 students per section.

+ Effective May 1, 1998, all students taking CSA 6081 must concurrently register for the CSA 6073 section immediately proceeding the CSA 6081 section. There are no tuition or fee charges for CSA 6073.

SUMMER TERM 1999 NATIONAL CLUSTER

Students must register **BY March 15, 1999** for all week-long courses.

The National Cluster meets in a one-week format with courses being held in Ft. Lauderdale during the week of August 22-27, 1999. Courses are held at the School of Business and Entrepreneurship Nova Southeastern University East Campus.

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>TITLE</u>	<u>CR</u>	<u>INSTRUCTOR</u>
992	CSA	6110	NCL	International Business and Finance	4	TBA
992	CSA	6140*	NCL	Strategic Decision Making	4	TBA
992	CSA	6220	NCL	Comparative Administrative Systems	4	TBA
992	CSA	6450	NCL	Comparative Government and Economic Systems	4	TBA

**This instructor uses electronic communication. Please check your e-mail from the first day of the term. This should be the last course in a student's program. Students must have passed Part 1 of the Comprehensive Examination.*

COMPREHENSIVE EXAM

<u>TERM</u>	<u>PRE</u>	<u>CS#</u>	<u>SECT</u>	<u>LOCATION</u>	<u>TITLE</u>
992	CSA	6090	SWA	Seattle	Comp Exam Part 1
992	CSA	6089	SWA	Seattle	Comp Exam Part 2
992	CSA	6090	LAR	Arkansas	Comp Exam Part 1
992	CSA	6089	LAR	Arkansas	Comp Exam Part 2
992	CSA	6090	PAZ	Phoenix	Comp Exam Part 1
992	CSA	6089	PAZ	Phoenix	Comp Exam Part 2
992	CSA	6090	SSC	Spartanburg	Comp Exam Part 1
992	CSA	6089	SSC	Spartanburg	Comp Exam Part 2
992	CSA	6090	LCA	So. California	Comp Exam Part 1
992	CSA	6089	LCA	So. California	Comp Exam Part 2
992	CSA	6090	FFL	Ft. Lauderdale	Comp Exam Part 1
992	CSA	6089	FFL	Ft. Lauderdale	Comp Exam Part 2

Registration Policies and Procedures



Doctoral Programs

Fall Term 1998

Revised: 5/26/98

NOVA SOUTHEASTERN UNIVERSITY
Doctoral Programs
School of Business and Entrepreneurship

POLICIES AND PROCEDURES FOR COURSE REGISTRATION

FALL TERM 1998

IMPORTANT NOTICE: If you plan to participate in any School Program activity during the period 9/1/98-12/31/98, it is imperative that you read these policies and follow the appropriate procedures immediately.

Notes:

FALL Term tuition - \$550/credit (See page 12 of preceding section for additional details)

Registrations must be accompanied by payment.

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I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take a course in the program during the FALL term--1998 must register for that course. The term "course" includes all activities in which class attendance is a requirement as well as:

- A. Submitting for review by a member of the faculty any portion of the requirements for CSA 6072, 6081, 6082, 6083, 6091, 6092, 6093, 6094, 6095, and/or Readings Courses.
- B. Sitting for the Comprehensive Written Examination (CSA 6089 or CSA 6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. Please note that all registration forms must be returned intact.

- A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, including one that you have not registered for before, use the enclosed Student Transaction Form.
- B. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the FALL term, and the deadline has not yet passed (see below), you must complete another student transaction form. A fee of \$25.00 must accompany any change of registration made. For more information on dropping or withdrawing from a course please refer to Section VI.

NOTE: All withdrawals must be in writing to be effective.

- C. SUBMISSION OF REGISTRATION FORMS: All completed forms regarding registration for the FALL term should be submitted by the student DIRECTLY (not through a Regional Program Manager) to:

Doctoral Registration
Nova Southeastern University
School of Business - East Campus
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315
(800)672-7223, Ext. 5143
Attention: Melisa Perez

III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:

The following deadlines apply to ALL students who matriculated into the School of Business Doctoral Programs or began taking courses, before APRIL, 1998.

- A. **REGULAR REGISTRATION:** The period of Regular Registration for FALL term courses is June 15 - July 7, 1998. The registration fee during this period is \$25.00. Any registration postmarked or, if not mailed, delivered after July 7, 1998 will be considered a Late Registration and subject to the requirements as stated in section III.B below.
- B. **LATE REGISTRATION:** The period of Late Registration for SUMMER term courses is July 8-15, 1998. Registrations submitted during this period must be accompanied by a Late Registration Fee of \$25.00. This fee is in addition to the \$25.00 regular registration fee. It will be assessed as part of the registration process. A Late Registration occurs when, during the period of July 8-15, 1998, a student either registers for a new course, or changes a previously filed registration.

IV. REGISTRATION DEADLINES FOR NEW STUDENTS:

A "new" student is one who matriculates into the School of Business Doctoral Program by attending classes beginning with the FALL 1998 term.

- A. **REGULAR REGISTRATION FOR NEW STUDENTS:** New students should register during the regular period June 15 - July 7, 1998. Students admitted after June 14, 1998 may register through July 15, 1998 without paying a late fee.
- B. **END OF REGISTRATION FOR NEW STUDENTS:** Registrations for new students will be accepted after July 15, 1998 for FALL 1998 courses and CSA 6072 up until 30 days before the class is scheduled to meet. Fees will be determined based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.

V. DISTRIBUTION OF COURSE MATERIALS:

NO TELEPHONE ORDERS FOR COURSE MATERIALS WILL BE ACCEPTED.

Students will receive course materials once their registration form is processed. Course materials will be mailed out automatically. Do not call for at least 30 days after registering to find out if course materials have gone out.

Course materials (i.e. Syllabi, Individual Learning Materials (ILM) and other supplements are distributed from the Doctoral Program Office. **If you have any questions concerning the contents of the syllabi and/or ILM, please contact the course instructor.**

Please note there are no refunds on ILM materials! If you are closed-out of a course, your account will be credited. However, if you withdraw from a course with an ILM, you will not be able to return those materials; so please double-check your form before you mail it.

If you have any questions or comments regarding course materials, contact:

Ms. Jennifer Blumberg, Doctoral Programs
Nova Southeastern University
School of Business - East Campus
3100 SW 9th Avenue
Fort Lauderdale, FL 33315
(800)672-7223, Ext. 5140
blumberg@sbe.nova.edu

VI. DROPPING OR WITHDRAWING FROM A COURSE:

FAXED DROPS AND VERBAL DROPS ARE NOT ACCEPTED. It takes 2 weeks turnaround for Registrars Office to process drop forms and refund money.

Students are entitled to a refund of all payments (not including registration/application fee, not to exceed \$100) if the registration agreement is canceled by the student within 10 days of signing the registration agreement or when payment is required.

In addition, students will receive a full refund of tuition payments and registration fees paid if they do not meet minimum admission requirements, or for a canceled course, seminar, workshop or a cluster that does not begin.

After the first day of instruction, students who inform the office of student services of their intention to withdraw will be entitled to a tuition refund based on the following schedule: during the first 70 percent of a course, seminar, workshop, or summer institute, a withdrawing student will receive a refund for the percentage of time not attended.

Refunds will be made within 30 days after the effective date of withdrawal. No refund will be issued when more than 70 percent of a course is attended.

Example: student attended two classes (16 clock hours) of a six-class (48 clock hours) course, for which the charge was \$2,200.

Based on numbers of classes:

$6 - 2 = 4$ classes not attended

$4 \div 6 = 67$ percent of the term not completed

67 percent \times \$2,200 = \$1467 refunded

This policy is designed to meet or exceed refund requirements of various states, e.g., California, South Carolina, Washington, Indiana, Arizona, and Florida.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:

If a student does not complete the requirements for a course, before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student's academic record for that course. The student is given one term beyond the initial registration term to complete the outstanding requirements. If these requirements are not met by this date, the "I" will be changed to an "WU" and tuition paid will be forfeited. The student is then responsible for registering and paying for the course again.

VIII. CLASS ATTENDANCE REQUIREMENT:

With the exception of the CSA 6072 and the Readings courses, a necessary condition for receiving academic credit for any course is attendance at the classes held in conjunction with the course. Exceptions to this class attendance requirement must be approved by the course instructor and the program director.

IX. GRADES

In accordance with FERPA (Family Education Rights Privacy Act), grades will NOT be given over the phone. Most instructors will provide a statement of course completion and grade if given a self-addressed stamped envelope. If you should require a grade memo for reimbursement purposes, please send a memo/e-mail message to Diana Kowalchick (diana@sbe.nova.edu) at the Doctoral Program Office. You should also indicate a number and/or address where the grade should be sent. Official grade reports are transmitted by the Registrar's Office upon receipt of grades from the Program Office.

X. TUITION:

A student must be in good financial standing with the University at the time of registration for courses. If the student is not in good financial standing, the student's registration will not be accepted and will be returned to the student.

A. PAYMENT DUE DATE: The appropriate tuition MUST be paid in full at the time of registration unless arrangements are made for financial aid and/or third-party payment (see paragraph B, below). The amount of tuition due is determined by multiplying the number of credit hours of course work for which the student is registering for the term by the per-credit-hour tuition rate. Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are NOT submitted to the Accounts Receivable Section, but rather to the Doctoral Office.

B. PAYMENT POLICIES:

1. Financial Aid: A student may register for a course or courses using financial aid as long as he/she has already applied and been approved by Nova Southeastern's financial aid office to receive aid for the term or terms in question. Note that at least four graduate credit-hours or consecutive enrollment in two credit-hour dissertation units (6091, 6092, 6093, 6094, and 6095) is required to qualify for financial aid.
2. Also, the student may pre-arrange with the University and an acceptable third party, such as the student's employer or embassy, that the third party will pay the student's tuition upon receipt of a bill from the University for the amount due. Please note that employer plans which reimburse students upon course completion are not acceptable for registration purposes.

C. METHOD OF PAYMENT: Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. All checks should be payable to NOVA SOUTHEASTERN UNIVERSITY. Tuition payments may also be charged to a VISA, MasterCard, American Express, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.

XI. ENROLLMENT STATUS:

- A. ACTIVE STATUS: In order to be considered as an "active" student during the FALL term, you must REGISTER FOR AND COMPLETE at least one course during the term.
- B. INACTIVE STATUS: If you request to become inactive OR if you do not register for and complete at least one curriculum component in at least two terms each academic year, your status will be "inactive."

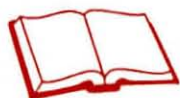
- C. FULL TIME STATUS: I-20 students requiring certification of status as full time students must carry 20 credits per year.
- D. STUDENT STATUS LETTERS: International students requesting I-20's, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Debbie Puzzo - International Student Advisor, Office of Student Services, Nova Southeastern University.
- E. REPORTS CONCERNING ENROLLMENT STATUS: A student's enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institution granting the student financial support, visa privileges or other benefits on the basis of the student's status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual responsibility, not the University's, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.
- F. REINSTATEMENT TO ACTIVE STATUS: A student who is "inactive," as defined in section XI.B above, and who is subsequently reinstated to "active" status, is subject to all the current admissions criteria of the Doctoral Program in which they are completing a degree that is in effect AT THE TIME OF the student's reinstatement. In addition, course work that is more than six years old may no longer be applicable toward the current curriculum and will be reviewed by the Director of the Doctoral Programs. Any remaining course work is also subject to review for applicability. A student seeking reinstatement must file a written request with the Director of the Doctoral Programs, accompanied by payment of a Reinstatement Request Fee of \$100. This fee must be paid and courses registered for before the student is restored to active status.

The conditions outlined in the student's readmission letter are valid for one year from the date of the letter.



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